

# Wisconsin Department of Safety and Professional Services

Mail To: P.O. Box 8935  
Madison, WI 53705

FAX #: (608) 267-0592

Phone #: (608) 266-2112

Office Location: 4822 Madison Yards Way  
Madison, WI 53705

E-Mail: [dspssbmanfhomes@wisconsin.gov](mailto:dspssbmanfhomes@wisconsin.gov)

Website: <http://dsps.wi.gov>

## DIVISION OF PROFESSIONAL CREDENTIALING PROCESSING

### MANUFACTURED HOMES - MANUFACTURER LICENSE

**Your application will not be processed or will be delayed unless you:**

- ☐ 1. Complete the application including signing and dating the first page.
- ☐ 2. Write in your social security number.
- ☐ 3. Attach the specified documents listed on this application.
- ☐ 4. Attach the specified fee listed on this application.
- ☐ 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met.

**Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

<b>BUSINESS INFORMATION:</b>	
Federal Employer Identification Number (FEIN):	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Business Name:	<input type="text"/>
Address No. and Street, or P.O. Box:	<input type="text"/>
City, Town or Village, State, Zip + 4 Code:	<input type="text"/>
Country, If other than United States:	<input type="text"/>
Business Telephone No. (include area code):	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
If Available, Business Fax No.: (include area code)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
E-mail Address: (if available)	<input type="text"/>
<b>CONTACT PERSON INFORMATION:</b>	
Contact's Social Security No:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Contact's Name: (First, Middle, Last)	<input type="text"/>
Address No. and Street, or P.O. Box:	<input type="text"/>
City, Town or Village, State, Zip + 4 Code:	<input type="text"/>
Country, If other than United States:	<input type="text"/>
Telephone No. (include area code):	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
*The individual applying for a business credential shall be the owner of the contracting business, a partner in the contracting business applying on behalf of a partnership, or the chairman of the board or chief executive officer applying on behalf of the contracting corporation.	
Applicant's Signature:	<input type="text"/>
Date signed: (month/day/year)	<input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

**Send application and payment to:** DSPS Manufactured Homes Credentialing, PO Box 8935, Madison, WI 53708-8935

**Office location:** DSPS Manufactured Homes Credentialing, 4822 Madison Yards Way, Madison WI 53705

**All other correspondence:** DSPS Manufactured Homes Credentialing, PO Box 8935, Madison, WI 53708 Phone: 608-266-2112.

**Application and Credential Fee (nonrefundable): See Next Page - Class Code 7511 Make checks payable to:** State of WI – DSPS. The fee consists of a \$15.00 application fee and a credential fee of \$900.00. The \$900.00 credential fee has been prorated because the credential expires on a specific date. The credential will be effective for 4 years from December 31st.

# Wisconsin Department of Safety and Professional Services

## Applying for Manufactured Home Installer License

**1. Are you a Veteran?**

If yes, please answer the following questions to see if you qualify for a fee waiver or equivalency for this credential.

**2. Are you requesting a waiver of your initial credentialing fee?**

- ☐ **Yes** Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code:
- ☐ **No** Submit the fee listed in the table below.

You may contact the DVA at 1-800-WisVets or [www.WISVETS.com](http://www.WISVETS.com) for assistance in obtaining your DVA Voucher Code.

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$802.50	May	\$727.50	September	\$877.50
February	\$783.75	June	\$708.75	October	\$858.75
March	\$765.00	July	\$915.00	November	\$840.00
April	\$746.25	August	\$896.25	December	\$821.25

**Record the amount of the fee you will be sending in the box below:**

**FEE SUBMITTED**  
**(NONREFUNDABLE):**

\$

**CLASS CODE 7511**

**Reason for Credential:** Pursuant s. 101.95, Stats., no Manufacturer of Manufactured Homes may manufacture, sell or distribute for sale manufactured homes unless the manufacturer holds a credential issued by the department as a licensed manufactured home manufacturer.

A Manufactured Home Manufacturer license shall be required for each manufacturing plant which manufactures homes to be sold or distributed for sale in the state.

Please note that dealers and distributors of manufactured or mobile homes are required to hold a Manufactured Home Dealer license issued by the Wisconsin Department of Safety and Professional Services. Please make sure all of your dealers and distributors have this license.

Please be aware that Manufacturers must comply with the rules of the federal Department of Housing and Urban Development pertaining to the construction of manufactured or mobile homes. For further information on federal rules call HUD (202) 755-7430.